

Dear Attorney:

Thank you for your interest in applying to practice before the United States District Court for the Northern District of Ohio. Enclosed please find the application form for admission to practice, which must be completed in its entirety, and a copy of the Local Rule regarding attorney admission. Please be advised that applications cannot be processed through the mail. **Applicants must appear in person at any court location in Northern District of Ohio, Monday through Friday, from 9:00 a.m. until 4:00 p.m., with a completed application form along with the requisite requirements pursuant to Local Rule 83.5, et seq.**

### **Requisite Requirements**

Attached to the application form is a "**Statement of Sponsors.**" Your sponsors must be members of the bar of the United States District Court for the Northern District of Ohio and they must be willing to affirm that your personal and professional character and standing are good. Sponsors may not be related to you.

A **certificate of good standing from the Supreme Court of Ohio**, or the highest Court of any other State or Territory or the District of Columbia must accompany the application. If you are admitted to practice in a district court outside the Northern District of Ohio, please refer to the waiver section of this notice. A request for a certificate of good standing from the Supreme Court of Ohio must be in writing. Please complete the form *Request for Certificate of Good Standing* located on the Supreme Court of Ohio's website [www.sconet.state.oh.us](http://www.sconet.state.oh.us) under the Attorney Registration Section. The form can be faxed to 614-728-0930 or mailed to Supreme Court of Ohio, Attorney Registration Section, 30 East Broad Street, 35th Floor, Columbus, Ohio 43215.

Attorneys who wish to be admitted to practice in the United States District Court for the Northern District of Ohio **must attend a federal court seminar (Local Rule 83.5(d))**. Accordingly, a **certificate of attendance** at a federal court seminar must be presented to the Clerk of Court with your application. Attorneys who find it necessary to appear in this Court prior to being admitted to the bar may request leave to appear pro hac vice pursuant to Local Rule 83.5(h).

The **fee for admission to practice** before the United States District Court for the Northern District of Ohio is **\$90.00**. Please make your check payable to: Clerk, U.S. District Court. A portion of this fee entitles attorneys to use the United States Courts Library.

Upon completion of the application, certificate of good standing, certificate of attendance at a federal court practice seminar, and the required fee, the oath or affirmation of attorney will be administered by the Clerk's Office. You will then be required to sign the roll of attorneys.

**Waiver Requirement of Local Rule 83.5(d)**

The Northern District of Ohio's Local Rule 83.5(d) requires "evidence of attendance at a federal court practice seminar" prior to admission in the Northern District of Ohio. The Court has adopted a general order which instructs the Clerk of Court to exercise discretion in granting exceptions/waivers to the local rule requirement, and to grant reciprocity to those attorneys that have taken other federal court practice seminars, or who have been admitted in other district courts, with the provision that the Court will expect their familiarity with the principles of the Civil Justice Reform Act of 1990, case management planning, the Federal Rules of Civil Procedure, the Local Rules of the Northern District of Ohio, in their entirety, with specific attention to Section 16.4, et seq., Alternative Dispute Resolution (ADR), and Section 16.1, et seq., Differentiated Case Management (DCM), the latter of which includes the concepts of track assignment, case management conferences, etc. A handout on these matters is enclosed for your convenience.

Pursuant to the authority granted to the Clerk of Court in the court's general order, the Court will waive the requirement of your attendance at a federal court practice seminar by granting reciprocity due to your admission to practice in a district court other than the Northern District of Ohio. Please find enclosed a Certificate of Applicant to be completed by you. You may then present the Certificate of Applicant, along with your completed Application for Admission, Certificate of Good Standing from the state supreme court or highest court of any other state or territory or the District of Columbia, and a Certificate of Good Standing from the district court in which you are admitted to practice and the application fee when you appear for admittance in the Northern District of Ohio.

Again, thank you for your interest. If you have any questions or need further assistance in fulfilling these requirements, please feel free to contact our Intake Department at the telephone number listed above.

Yours sincerely,

**Geri M. Smith, Clerk of Court**

By:  
Deputy Clerk, Intake Department

Enc.

United States District Court  
Northern District of Ohio

APPLICATION FOR ADMISSION TO PRACTICE  
PERSONAL STATEMENT

**PLEASE TYPE**

- 1) First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
Last Name \_\_\_\_\_ Social Security Number \_\_\_\_\_
- 2) Residence Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_
- 3) Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_
- 4) Sex:     **G** Female     **G** Male
- 5) Highest State Court Admitted \_\_\_\_\_
- 6) Highest State Court Admission Date \_\_\_\_\_
- 7) Highest State Court Bar Registration Number \_\_\_\_\_
- 8) Are you presently engaged in the practice of law?     **G** Yes     **G** No
- 9) If you are presently engaged in the practice of law, state the nature of your practice, whether by self, in partnership, or associated with or employed by others, giving the name of the firm or employer.  
\_\_\_\_\_  
\_\_\_\_\_
- 10) Business address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
- 11) Office telephone number \_\_\_\_\_
- 12) Email address \_\_\_\_\_

- 13) List firms or other organizations with which you have been formerly associated, or by which you have been employed as a lawyer.

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- 14) State the extent of undergraduate and legal education and where received.

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- 15) Have you ever changed your name or been known by any other name or surname other than that appearing on this application?

**G** Yes      **G** No

- 16) If the answer to number 15 is yes, what name were used and give details.

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- 17) Have you ever been disbarred or suspended from practice before any court, department, bureau or commission of any State or the United States, or have you receive any reprimand from any such court, department, bureau or commission pertaining to your conduct or fitnesses a member of the bar?

**G** Yes      **G** No

- 18) If the answer to number 17 is yes, give specific details (attach a separate statement, if necessary)

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- 19) Are you currently, or have you ever been, a law clerk to a District Judge or Magistrate Judge?

**G** Yes      **G** No

- 20) If the answer to number 19 is yes, to whom did you serve as a law clerk:

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From \_\_\_\_\_ to \_\_\_\_\_

21) Method of Admission:

Check the method of admission which applies and attach the required documents as indicated to your application.

**G** Certificate of Good Standing from Highest State Court Admitted  
Statement of Sponsors  
Certificate of Attendance at Federal Court Seminar

OR

**G** Certificate of Good Standing from a District Court of the United States  
Statement of Sponsors  
Certificate of Applicant & Waiver of Attendance at a Federal Court Seminar

OR

*APPLICABLE ONLY TO ATTORNEYS ADMITTED IN THE SOUTHERN DISTRICT OF OHIO*

**G** Certificate of Good Standing from U.S. District Court for the Southern District of Ohio  
indicating admission for the past 2 years

The fee for admission to practice before the U.S. District Court for the Northern District of Ohio is \$90.00  
Please make checks payable to: Clerk, U.S. District Court.

**Applicants must appear in person** at any court location in the Northern District of Ohio with a completed application, the above applicable documentation, and payment of the fee for admission.

CERTIFICATION

I certify that I have read the foregoing questions and have answered the same fully and frankly. Said answers are complete and are true to the best of my knowledge.

\_\_\_\_\_  
(Signature of Applicant)

Dated: \_\_\_\_\_

**PLEASE COMPLETE THE CIVIL ECF REGISTRATION FORM AND  
SUBMIT IT WITH YOUR ATTORNEY ADMISSION APPLICATION.**

STATEMENT OF SPONSORS

I, \_\_\_\_\_ and I, \_\_\_\_\_  
(Print Name) (Print Name)

being members of the bar of the United States District Court for the Northern District of Ohio and not related to the applicant, state that the applicant is personally known to us, that the applicant possesses all the qualifications required for admission to the bar of the United States District Court for the Northern District of Ohio, that we have examined this personal statement and believe it to be correct, and we affirm that the applicant's personal and professional character and standing are good.

Signed \_\_\_\_\_

**Business address:**

\_\_\_\_\_  
(Firm Name)

\_\_\_\_\_  
(Suite & Building Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

**Email Address:**

\_\_\_\_\_

**Date admitted to practice in the Northern District of Ohio:**

\_\_\_\_\_

**Ohio Supreme Court Bar I.D. Number:**

\_\_\_\_\_

Signed \_\_\_\_\_

**Business Address:**

\_\_\_\_\_  
(Firm Name)

\_\_\_\_\_  
(Suite & Building Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

**Email Address:**

\_\_\_\_\_

**Date admitted to practice in the Northern District of Ohio:**

\_\_\_\_\_

**Ohio Supreme Court Bar I.D. Number**

\_\_\_\_\_

IT IS ORDERED THAT THE APPLICANT, BEING DULY SWORN ACCORDING TO LAW AND THE RULE OF THIS COURT, IS ADMITTED PRACTICE BEFORE THIS COURT UPON SIGNING THE ROLL OF ATTORNEYS OF THIS DISTRICT.

GERI M. SMITH, CLERK

By: \_\_\_\_\_  
Deputy Clerk

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF OHIO**

**CERTIFICATE OF APPLICANT &  
WAIVER OF ATTENDANCE AT A FEDERAL COURT SEMINAR**

pursuant to Local Civil Rule 83.5(d) & Local Criminal Rule 57.5(d)

\_\_\_\_\_,  
(Attorney Applicant)

\_\_\_\_\_  
(Address)

hereby certifies that he/she is familiar with the principles of the Civil Justice Reform Act of 1990, case management planning, the Federal Rules of Civil Procedures, the local rules of the Northern District of Ohio, in their entirety, with specific attention to Section 16.4, et seq. Alternative Dispute Resolution (ADR) and Section 16.1, et seq. Differentiated Case Management (DCM), the latter of which includes the concepts of track assignment and case management conferences.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\*\*\*\*\*

\_\_\_\_\_  
(Attorney Applicant)

is hereby granted a waiver from the requirement of Local Rule 83.5(d) which requires "evidence of attendance at a federal court seminar" prior to admittance. This waiver is granted after documentation was provided by said attorney that he/she has taken a federal court practice seminar or has passed a test evidencing a working knowledge and familiarity of federal practice and procedure, and the above certification, in accordance with General Order 93-07, adopted by this Court on August 10, 1993.

GERI M. SMITH, CLERK

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Deputy Clerk

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF OHIO**

**ELECTRONIC FILING ATTORNEY REGISTRATION FORM**

This form is used to register for an account on the Northern District of Ohio Electronic Filing System (the system). Registered attorneys will have privileges to electronically submit documents and to view the electronic docket sheets and documents. By registering, attorneys consent to receiving electronic notice of filings through the system. The following information is required for registration:

**PLEASE TYPE**

Mr. / Mrs. / Ms. (circle one)

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ If appropriate circle one: Senior / Junior / II / III

Highest state court admitted: \_\_\_\_\_ Bar ID Number: \_\_\_\_\_

Are you currently in good standing? Yes \_\_\_\_\_ No \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Have you relocated to this address within the past year? Yes \_\_\_\_\_ No \_\_\_\_\_

Voice Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_\_) \_\_\_\_\_

Internet Mail Address: \_\_\_\_\_

**Attorneys seeking to file documents electronically must be admitted to practice in the United States District Court for the Northern District of Ohio pursuant to Local Rule 83.5. Please complete which applies.**

Date admitted to practice in this Court: \_\_\_\_\_

If U.S. Department of Justice Attorney check here: \_\_\_\_\_

If admitted pro hac vice: Date motion for pro hac vice granted: \_\_\_\_\_ in case number: \_\_\_\_\_

If Attorney of Record in MDL action indicate case number: \_\_\_\_\_

**By submitting this registration form, the undersigned agrees to abide by all Court rules, orders and policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings pursuant to Fed. R. Civ. P. 5(b) and 77(d) via the Court's electronic filing system. The combination of user id and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their passwords and immediately notify the court if they learn that their password has been compromised. Electronic filing is only permissible in cases approved by the Court.**

\_\_\_\_\_  
Signature of Registrant

\_\_\_\_\_  
Date

Submit completed Registration Form to:

Geri M. Smith, Clerk  
United States District Court  
Attention: Electronic Filing System Registration  
801 West Superior Avenue  
Cleveland, OH 44113-1830

Once your registration is complete, you will receive notification by U.S. Mail as to your user id and password needed to access the system. Procedures for using the system will be available for downloading when you access the system via the Internet. You may contact the Electronic Filing Help Desk in the Clerk's Office at 1-800-355-8498 if you have any questions concerning the registration process or the use of the electronic filing system.



## **LIBRARY INFORMATION**

### **CLEVELAND**

**ADDRESS:** U.S. COURTS LIBRARY  
CARL B. STOKES U.S. COURT HOUSE  
801 SUPERIOR AVENUE  
CLEVELAND, OHIO 44113

**HOURS OF  
OPERATION:** 8:30A.M. - 5:00P.M. MONDAY - FRIDAY

**TELEPHONE  
NUMBER:** (216) 357-7275

**LAW  
LIBRARIAN:** IRENE M. MILAN, M.S.L.S., J.D.

### **TOLEDO**

**ADDRESS:** U.S. COURTHOUSE LIBRARY  
418 U.S. COURTHOUSE  
1716 SPIELBUSCH AVENUE  
TOLEDO, OHIO 43624

**HOURS OF  
OPERATION:** 8:30A.M. - 5:00P.M. MONDAY - FRIDAY

**TELEPHONE  
NUMBER:** (419) 259-7539

**LAW  
LIBRARIAN:** Marianne Mussett, M.L.S.